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Chief, Management Staff

20 September 1956

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 19 September 1956.

I. ACCOMPLISHMENTS

a. Promotion and Publicity

1. Intelligence Products Exhibit, 13 September.  
Suggestion Awards Exhibit displayed and explained at OIR's IP Exhibit to approximately 150 Agency employees and 36 visitors from IAC Agencies.
2. Posters  
Crossword puzzle theme poster (It's No Puzzle--Here's the Solution to Today's Problem") received 19 September from Printing Services Plant.
3. Use of Employee Bulletin Boards for Boards including Posters and Suggestion Forms.  
34 have been posted and serviced this week.

b. Processing - Round Robin

- Round Robin Packets 40 and 42 containing 20 suggestions
- recommended for disapproval were returned from review by Committee members, and all letters notifying suggesters of turndowns have been sent. Packet 43 containing 10 suggestions was prepared and sent to Committee members on 14 September.

c. Training

1. Miss [ ] began the Writing Workshop which will meet for 3 hours every Tuesday and Thursday from 10 September - 5 October for a total of 27 hours.
2. On the job training--Three members of SA Staff spent two hours each visiting the Intelligence Products Exhibit to familiarize themselves with work being done by DD/I Offices.

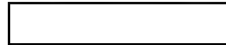
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II. WORK IN PROCESS

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- b. All-Employee Newspaper on Honor and Suggestion Awards -  
Printing and distribution now scheduled for completion  
25 September.



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